

Registration Authority

Who is the Registration Authority?

The Registration Authority (RA) can be any employee who is knowledgeable of the research/material transfer community and is in the position to approve new user account requests in TAD for their organization. This individual will be responsible for:

1. **Confirming that users should have access to the site.**
 - a. The RA confirms the individual in their organization who should have access to TAD.
2. **Verifying that the user has the appropriate TAD roles.**
 - a. The RA confirms that the individual has the appropriate TAD roles in relation to their responsibilities within the MTA process.

Note: The Registration Authority is not limited to just the RA role; this individual may be an RA in addition to any of the other roles available in TAD.

What does the Registration Authority Do?

The Registration Authority steps in TAD are quite simple:

1. **View Organization's Users**
 - a. The RA will review users within the organization that have TAD accounts.
2. **Edit User (If applicable)**
 - a. The RA has the ability to edit users' roles in TAD as needed.

More detailed information for this role will be provided to the selected Registration Authority after their organization completes the registration process.

TAD User Roles:

Role	Responsibilities
Contributor	<ul style="list-style-type: none"> Initiate an Agreement by filling out an Agreement Form View their agreements on the dashboard Upload additional documents and associate them with an agreement
Principal Investigator	<ul style="list-style-type: none"> All the permissions of a <i>Contributor</i> Authorized to send or receive materials on behalf of their organization Reviews and acknowledges agreement documents
Reviewer	<ul style="list-style-type: none"> All the permissions of a <i>Contributor</i> Modify and approve information submitted on the Agreement Form Modify terms and conditions of an agreement document
Authorized Official	<ul style="list-style-type: none"> All the permissions of a <i>Contributor</i> Sign agreement document
Technology Development Coordinator	<ul style="list-style-type: none"> All the permissions of an <i>Authorized Official</i> Head of the Technology Transfer Office (or office equivalent) Sign agreement documents for human material transfers
Authorized Official for Human Materials	<ul style="list-style-type: none"> All the permissions of a <i>Contributor</i> Signature is necessary for human material transfers
View All	<ul style="list-style-type: none"> Has ability to view all MTAs for the organization